



NAVIGATING THROUGH WESS



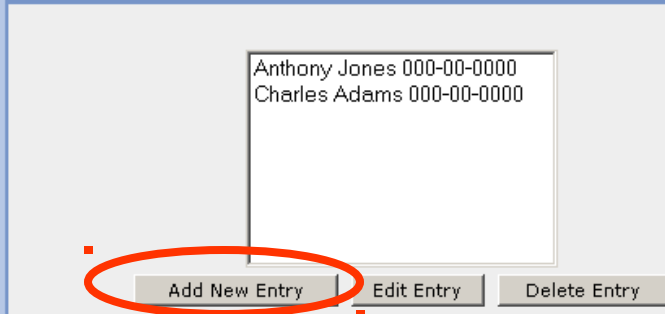
- **ADD/EDIT/DELETE**
- **SEARCH**
- **CHECK BOXES**

WESS Multiple-Entry Features

- ☑ In some mishap events there may be multiple people and pieces of equipment involved, perhaps from different activities, at different locations, and a variety of circumstances.
 - Customers will be asked for the UIC/RUC/MCC of each POC, person, location, involved activity, and piece of equipment.
 - This ensures all aspects of a complex mishap event are captured.
 - With that level of detail we can account for one mishap event yet pull data on each involved person, property and activity.
- ☑ To capture these “multiple” circumstances WESS uses AED or Add/Edit/Delete screens.

“Add / Edit / Delete” Functions

Involved People - Include all people in any way involved in the mishap, injured or not.



Anthony Jones 000-00-0000
Charles Adams 000-00-0000

Add New Entry Edit Entry Delete Entry

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

At left, A Typical
“Add/Edit/Delete”
Screen is
Shown.

In this example,
a third injured
person is to be
added to this
event report.

Click the “Add New Entry” Button. A new
Involved Person – General Information screen will
immediately appear

“ADD” Data Function

Involved Person - General Information (page 1)

Last Name *
10 characters left

First Name *
14 characters left

Middle Initial
0 characters left

SSN *Format is 123-45-6789*
0 characters left

DOB OR age
3 characters left

*** Indicates required field must be entered before moving to next screen**
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Required Fields
are identified
with Asterisks.

WESS will ask for entry of additional information re: specific identifiers, injury, etc. relevant to this individual in subsequent screens when the user selects the next button. However these screens will be shown in a subsequent training presentation.

“ADD” Data Function

Involved People - Include all people in any way involved in the mishap, injured or not.

Anthony Jones 000-00-0000
Charles Adams 000-00-0000
George T Cunningham 999-99-9999

Add New Entry

Edit Entry

Delete Entry

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

The new personnel entry is now displayed.

“EDIT” Data Function

Involved People - Include all people in any way involved in the mishap, injured or not.

Anthony Jones 000-00-0000
Charles Adams 000-00-0000
George T Cunningham 999-99-9999

Add New Entry Edit Entry Delete Entry

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

To Edit a previous entry, simply highlight the item

And Click on the “Edit Entry” button.

In this example, the next screen, Personnel Information, will immediately appear.

“EDIT” Data Function

Involved Person - General Information (page 1)

Last Name *
10 characters left

First Name *
14 characters left

Middle Initial
0 characters left

SSN *Format is 123-45-6789*
0 characters left

DOB OR age
3 characters left

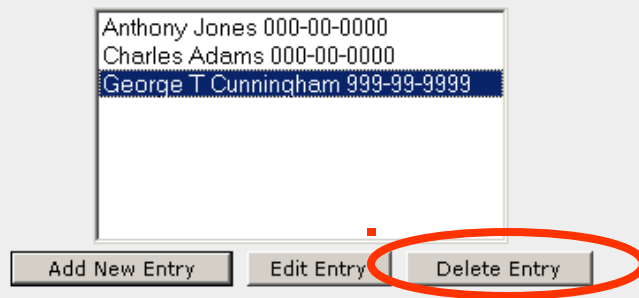
*** Indicates required field must be entered before moving to next screen**
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Make any
Changes
needed in the
data fields.

Click “Next” to edit any additional data for this individual

“DELETE” Data Function

Involved People - Include all people in any way involved in the mishap, injured or not.



A screenshot of a software interface for managing a list of people. It features a text box containing three entries: 'Anthony Jones 000-00-0000', 'Charles Adams 000-00-0000', and 'George T Cunningham 999-99-9999'. The third entry is highlighted with a blue selection bar. Below the text box are three buttons: 'Add New Entry', 'Edit Entry', and 'Delete Entry'. The 'Delete Entry' button is circled in red.

Anthony Jones 000-00-0000
Charles Adams 000-00-0000
George T Cunningham 999-99-9999

Buttons: Add New Entry, Edit Entry, Delete Entry

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

If an entry in a list requires deletion, simply click on the item to highlight it.

Then Click the “Delete Entry” button.

The Screen will no longer display the entry AND

All other data in the event report associated with the deleted entry is also

Using the “Search” Function

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

UIC/MCC/RUC of Reporting Activity

[▶Help](#)

UIC (Navy) or MCC/RUC (Marine)

If searching via a partial activity name, please follow these search suggestions:

Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)

Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)

Shore - Use root word of activity (safety, hospital, exchange, base) or activity location

Squadrons - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)

Reserve Units - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)

Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.

If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number

Activity Name

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

For Example,
To Search for a UIC, enter either the numeric code or Activity name, short title or name fragment.

Click “Search”

"Search" Results

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

UIC/MCC/RUC of Reporting Activity

[Help](#)

UIC (Navy) or MCC/RUC (Marine)

If searching via a partial activity name, please follow these search suggestions:

Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)

Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)

Shore - Use root word of activity (safety, hospital, exchange, base) or activity location

Squadrons - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)

Reserve Units - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)

Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.

If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number

Activity Name

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select Activity

to no selection

☒ NAVAL SAFETY CENTER NORFOLK VA - N63393

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

WESS will search
for the
information you
entered and
compile a list of
corresponding
Command
Names or
UIC/MCC/RUCs.

Click on the
bubble adjacent
to your selection,
and

Click "Next"

Sample “Search” By Command Name

Alternatively, If the UIC, MCC, or RUC is unknown, WESS will allow you to search by Command Name, Name Fragment, or Message Address, Short Title (PLAD).

Click on the bubble adjacent to your Command and UIC selection, and

Click “Next”

Search Tip: The asterisk (*) Wild Card is Useful when searching by text. Note that “Naval Center” locates only commands having those exact words in sequence, e.g. “Naval Center for Excellence”.

“Naval*Center” locates names with these words, in sequence, anywhere in the name. Eg, Naval Dental Center, Naval Medical Center, Naval

UIC or MCC/RUC Number

Activity Name

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select Activity

to no selection

- ☐ CAMP DAVID NAVAL ICE CENTER COMPONENT (AVN) - N35931
- ☐ LNO NAVAL OCEAN SYSTEMS CENTER - ML9S87272
- ☐ NATIONAL NAVAL DENTAL CENTER BETHESDA MD - N0608A
- ☐ NATIONAL NAVAL DENTAL CENTER TRAINING BETHESD - N48463
- ☐ NATIONAL NAVAL MEDICAL CENTER BETHESDA MD - N00168



“Check Boxes”

Mishap Data Entry

Mishap Involved (Check all that apply to this event. These selections will determine which sets of

- ☐ Aircraft
- ☐ Cargo Air Drop
- ☐ Diving
- ☒ During Formal Training
- ☐ HRST Techniques
- ☐ Motor/Recreational Vehicle (Private)
- ☒ Motor/Tactical Vehicle > \$5K Damage
- ☐ Ordnance/Weapons
- ☐ Parachuting
- ☒ Property Damage (Non-US Govt. Owned) > \$20K Caused by Govt.
- ☒ Property Damage (US Govt. Owned) > \$20K
- ☐ Recreational or Off-Duty (Select PMV For Recreational Vehicle Mishaps)
- ☐ Ship/Sub/Craft/MSV Vessel
- ☐ Shore/Ground/Shipyard
- ☐ None of the above

Was there an Injury, Illness, or Fatality involved in the event

Report will be saved each time the user advances to the next screen.

Check Boxes are often used when selecting from a list of properties that are NOT mutually exclusive.

Always Check All That Apply.

Mishap Example

A Heavy Equipment Operator in a Training Course collides with a \$30K privately owned SUV, sending it over an embankment. Note that at least 4 separate selections apply at left.

Narrative Data Entries

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Event Narrative / Lessons Learned / Recommendations

[Help](#)

Event Narrative / Lessons Learned / Recommendations

Who, What, When,
Where, How

Check Spelling

Do not use personal identifiers, names of people, places, or commands in the narrative to avoid privacy issues.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

Describe the circumstances or chain of events that resulted in the mishap.

Narrative Fields are not restricted in size, unless indicated.

The Narrative should contain any Lessons Learned, as well as Recommendations for Corrective Action or Prevention.

Narratives must NOT contain Privileged information, or personnel identifiers, e.g. Name, SSN, etc, subject to the Privacy Act.